



**PARCA
EVM**

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EVM Central Repository Submitter Guide

October 10, 2015



SUBMITTER GUIDE

The following document provides step-by-step illustrations of the major actions performed by Submitters in the EVM-CR system:

- Obtaining an ECA Certificate
- Creating a DCARC Portal Account
- Requesting access to a contract
- Uploading Documents
 - Proper File Tagging
 - Identifying Report Dates



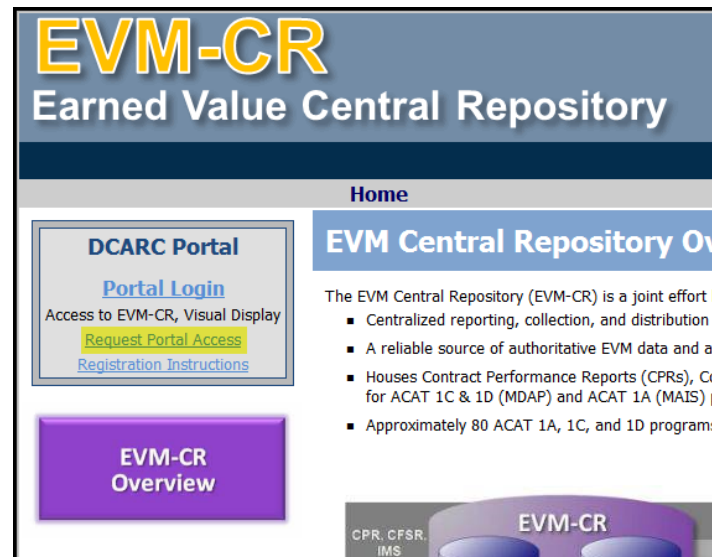
ECA CERTIFICATE

- All users are required to have a valid CAC (Common Access Card) or ECA (External Certificate Authority) Certificate in order to establish an account on the DCARC Portal.
- The type of ECA Certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors, visit the ECA PKO Program Website at <http://iase.disa.mil/pki/eca/index.html>



CREATING AN ACCOUNT

To request access to the DCARC Portal, first go to <http://cade.osd.mil/EVM/EVMOverview.aspx> and choose the option to Request Portal Access as shown below:



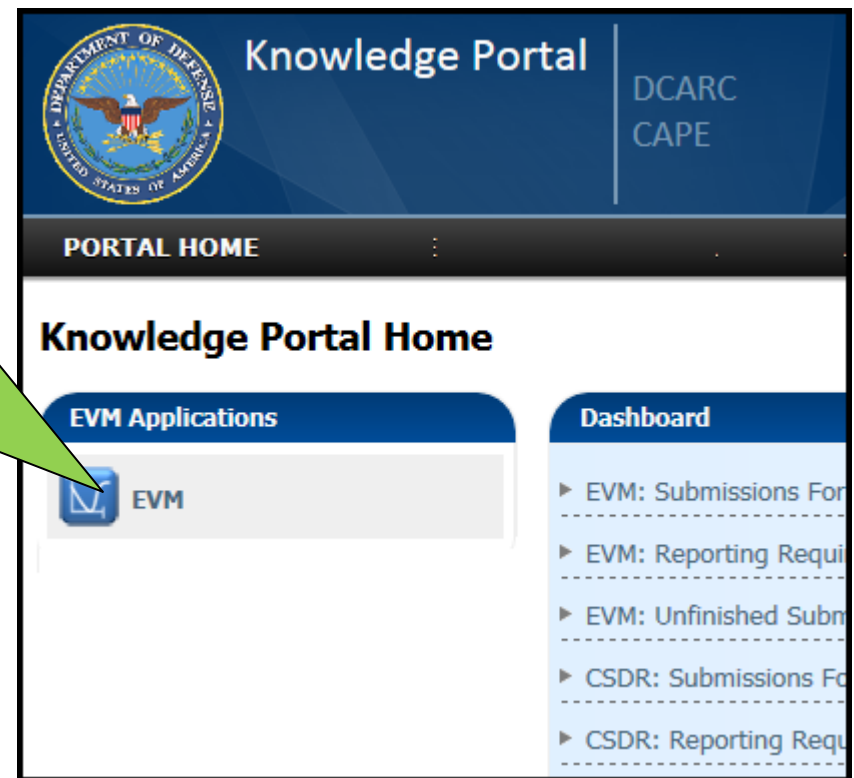
Please contact us at DCARCSupport@Tecolote.com if you already have a DCARC Portal account and require the EVM Submitter role added to your user profile.



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ACCESSING THE EVM WEBSITE

Once your access is approved, log in to the DCARC Portal and click the EVM Website link as shown here to access the EVM Central Repository.





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REQUESTING CONTRACT ACCESS

To request access to contract(s):

- Choose My EVM
- Upload Home
- Click Contract Request tab
- Enter contract number and click Send Request (see below)

The screenshot shows the PARCA Knowledge Portal interface. At the top left is the Department of Defense seal. The header area includes the text "Knowledge Portal" and "PARCA". Below the header is a navigation bar with four tabs: "PORTAL HOME", "EVM HOME", "MY EVM", and "CONTACT US". The "MY EVM" tab is selected, and a dropdown menu is open showing two options: "Upload Home" (highlighted in blue) and "Search Contracts". Below the dropdown, the "Upload Home" section is active, displaying the text "(*** EVM Data Only, No CSDR Data ***)". A horizontal row of buttons includes "Submit", "Task Submission Status", "Assigned Contracts", "Submission History", and "Contract Request" (which is highlighted in blue). Below this row, a prompt reads "Please enter the contract number of the request." followed by a text input field labeled "Contract Number :". At the bottom left of this section is a button labeled "Send Request".



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UPLOAD HOME



UPLOAD HOME: NEW SUBMISSION

The screen shot below represents what you will see when going to Upload Home. Submissions in Submitting status will be displayed at the top of the page. To start a new submission, click the link under the appropriate report type.

Upload Home
(*** EVM Data Only, No CSDR Data ***)

Submit

Task Submission Status

Assigned Contracts

Submission History

Contract Request

Continue Existing Submissions

Click to continue existing submission

Program Name	Submission ID	Contract Number	Report Category(s)	Contract Task	Contains Admin Files	Year	Month	Report Date		
Example	24416	X0000-15-A-0001	Electronic Cost, Human Readable Cost, Format 6	Task 1	No	2015	3	3/27/2015	Continue	Cancel
Example	24527	X0000-15-A-0001	History	Task 1	No	2006	11	11/26/2006	Continue	Cancel
Example	24542	X0000-15-A-0001	Human Readable Cost	Task 1	No	2015	8		Continue	Cancel

Start New Submission on Task

Click to start a new submission

Program	Contract	Task	
Example	X0000-15-A-0001	Task 1	Start Submission



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UPLOAD HOME: TASK SUBMISSION STATUS

- The Task Submission Status tab shows the status of all submittals as shown below.
- Click the square to start a new submission. The image below shows where to click to begin an Electronic Cost submission.

Upload Home
(*** EVM Data Only, No CSDR Data ***)

[Submit](#) [Task Submission Status](#) [Assigned Contracts](#) [Submission History](#) [Contract Request](#)

Contract Task Submission Status

Program: Contract Number: [Filter Tasks](#) [Clear Filter](#)

[Previous Month](#)

[Legend](#)

Program	Contract	Contract Task	Electronic Cost on Time	Electronic Cost Compliance	Human Readable Cost on Time	Electronic Schedule on Time	Native Schedule on Time	CFSR on Time	Format 7 on Time	Format 7 Compliance	Electronic Cost on Time	Electronic Cost Compliance	Human Readable Cost on Time	Electronic Schedule on Time	Native Schedule on Time	CFSR on Time	Format 7 on Time	Format 7 Compliance	Latest History File
Example	N0000-00-N-0000	Task 1																	
Example	N0000-00-N-0000	Test Task 2																	
Example	N0000-00-N-0000	Test Task 3																	

Legend

On Time Scores *	Compliance Scores **
Submitted on Time	Fully Compliant
Submitted Late	Processed
Rejected - not re-submitted	Not Required
Submission in Submitting	Missing
Expected this Period ***	No Data
Missing	
Not Required this period	
Not required on this task	
No Data	

* Applies to all On-Time scores, IPMR Cost, Formatted Cost, IPMR Schedule, Native Schedule, CFSR, and History
** Applies to all EDI Compliance Scores, IPMR Cost, IPMR Schedule
*** Submission is Due this period, and has yet to be started by the submitter.

Click to start a new submission



UPLOAD HOME: ASSIGNED CONTRACTS

- The Assigned Contracts tab provides a listing of all contracts assigned to you.
- If you are missing a contract assignment, please select the Contract Request tab to request access.

Upload Home
(*** EVM Data Only, No CSDR Data ***)

Submit

Task Submission Status

Assigned Contracts

Submission History

Contract Request

Currently Assigned Contracts

Click to access Contract Detail

Prime Contract Number	Contract Task	Program Name	Program Manager	Contractor	Contractor Division
N0000-00-N-0000	Multiple (4)	Example	Unknown	Prime: TBD Sub:	Prime: N/A Sub:



UPLOAD HOME: SUBMISSION HISTORY

- The Submission History tab lists all submissions for your assigned contract and the current status of each.

Upload Home
(*** EVM Data Only, No CSDR Data ***)

[Submit](#) [Task Submission Status](#) [Assigned Contracts](#) **[Submission History](#)** [Contract Request](#)

Search Submission History

Submission ID: Contract Number: Report Category:

Submission Status: Program:

Report Date After: Report Date Before:

[Search Submissions](#) [Reset Filters](#)

[Click to access Submission Detail](#)

[Hide Search History Criteria](#)

Submission ID	Report Category(s)	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
24122	IPMR Schedule	10/31/2013	9/11/2014	N0000-C4-0001	Example	9/22/2014	System	Published
24029	IPMR Cost, Formatted Cost	11/27/2011		N0000-C4-0001	Example	7/28/2014	Jen Horner	Submitting
24014	History	11/27/2011	7/26/2014	N0000-C4-0001	Example	8/11/2014	System	Published
23690	IPMR Cost	8/25/2013		N0000-C4-0001	Example	4/4/2014	David Augsburg	Submitting
22055	Native Schedule	11/25/2012	12/12/2012	N0000-C4-0001	Example	12/23/2012	System	Published



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UPLOAD SUBMISSION



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UPLOAD SUBMISSION

- After selecting Start Submission (from the Upload Home, Submit tab) you will be presented with the Upload Submission page.
- Click Browse to search for your file and select the appropriate file type.
- Click Upload to upload your file.

A screenshot of the PARCA EVM Upload Submission page. At the top, there are links for "Back" and "Cancel Submission". The main heading is "Upload Submission". Below this, the program details are listed: "Program: Example", "Contract Number / Task: N0000-00-N-0000 / Test Task 2", and "Report: Month, Year: Sep, 2015 Submission ID: 53019". A blue "Upload" button is visible. A green box with the text "1. Click to Browse" has a green arrow pointing to the "Browse" button. Another green box with the text "3. Click Upload" has a green arrow pointing to the "Upload" button. The page also includes a section titled "Unclassified Documents Only" and a "File Comments" field. At the bottom, there is a section for "Uploaded Files" which currently shows "There are no files uploaded to this submission."



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UPLOAD SUBMISSION: MACHINE READABLE

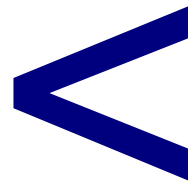
- When uploading a Machine Readable file (XML, TRN, WSA) the system will detect the type of file you have provided.
- Machine Readable file types:
 - Electronic Cost
 - Format 6
 - Format 7
 - History (WSA or multi-period XML)
- When uploading a Human Readable file (PDF, DOC, XLS, etc.) The system will require you to identify the file that you are providing.
- Human Readable file types:
 - Human Readable Cost (optionally identify format 5 is included)
 - CFSR
 - Native Schedule
 - Other (signature pages, etc.)

NOTE: A file labeled OTHER will not be credited as the delivery of any particular report type.



UPLOAD SUBMISSION: MACHINE READABLE

- When uploading a Machine Readable file (XML, TRN, WSA) the system will require you to identify if the file is **Total** (represents the complete picture for this time period) or **Component** (represents a portion of the total; such as a sub-contractor report).
- If more than one **Total** file is submitted, the submitter will need to identify which is **Final** (the Total file that represents the time period).





- When a Machine Readable file is uploaded the system will display a data extract from the file as shown here.
- Validation errors/warnings will be shown in red.
- To view the Data Validation report click the link (see image on following slide)

Data Validation Warnings




UPLOAD SUBMISSION: DATA QUALITY VALIDATION REPORT

- The Data Quality Validation report displays a listing of all checks run on the XML file.
- Indications of whether this file passed or failed each check.
- Ability to download report to Excel.

Submission Data Quality Validation Reports

CPR Information

Program Name:	10-10-1000-1000-1000	Report To Date:	12/28/2012
Contract Number:	10000000000000000000	CPR Id:	10000000000000000000
Contract Task Name:	10000000000000000000		

[Download Report](#) 

Click to Download to Excel

Data Validation Report

Description	Source	Passed	Failed
PMB BAC should be the same order of magnitude as NCC	EVM-CR	X	
PMB BAC should be the same order of magnitude as TAB	EVM-CR	X	
PMB BAC should be the same order of magnitude as Target Price	EVM-CR	X	
PMB BAC should be the same order of magnitude as Estimated Price	EVM-CR	X	
PMB BAC should be the same order of magnitude as Contract Ceiling	EVM-CR	X	
PMB BAC should be the same order of magnitude as Estimated Contract Ceiling	EVM-CR	X	
PMB BAC should be the same order of magnitude as CBB	EVM-CR	X	
PMB EAC should be the same order of magnitude as Best Case EAC	EVM-CR	X	
PMB EAC should be the same order of magnitude as Worst Case EAC	EVM-CR	X	
PMB EAC should be the same order of magnitude as NCC	EVM-CR	X	
PMB EAC should be the same order of magnitude as Estimated Contract Ceiling	EVM-CR	X	
PMB EAC should be the same order of magnitude as CBB	EVM-CR	X	
PMB EAC should be the same order of magnitude as Best Case EAC	EVM-CR	X	
PMB EAC should be the same order of magnitude as Worst Case EAC	EVM-CR	X	
PMB EAC should be the same order of magnitude as NCC	EVM-CR	X	
PMB EAC should be the same order of magnitude as Estimated Contract Ceiling	EVM-CR	X	
PMB EAC should be the same order of magnitude as CBB	EVM-CR	X	
Level 1 Costs should be consistent between reports	EVM-CR	X	
History file should have more than one Period (unless it is the first period)	EVM-CR	X	
Detected a change in Level 2 WBS Element Structure	EVM-CR	X	
Each WBS element must report a WBS code	EVM-CR Detail Level	X	
Each WBS element must report a name	EVM-CR Detail Level	X	
WBS codes must be unique across all WBS elements	EVM-CR Detail Level	X	
For each WBS element leaf node, Cumulative BCWS must be greater than or equal to 0	EVM-CR Detail Level	X	
For each WBS element leaf node, Cumulative BCWP must be greater than or equal to 0	EVM-CR Detail Level	X	
For each WBS element leaf node, Cumulative ACWP must be greater than or equal to 0	EVM-CR Detail Level	X	
For each WBS element leaf node, BAC must be greater than or equal to 0	EVM-CR Detail Level	X	

Data Validation checks and pass/fail indicator



UPLOAD SUBMISSION: HUMAN READABLE

- When uploading a Human Readable file (PDF, MPP, DOC, XLS, etc.) you will be presented with the screen below.
- Select the appropriate file type and click Continue.

Back | Cancel Submission

Upload Submission

Program: **Example**
Contract Number / Task: **N0000-00-N-0000 / Test Task 2**
Report: Month, Year: **Sep, 2015** Submission ID: **53019**

Upload

Processed File

Submission Options

File type could not be autodetected. Please choose an option from the following before continuing.

- ☒ Mark File as "Other" type
- ☐ File is Native Schedule
- ☐ File is CFSR
- ☐ File is Human Readable Cost ☐ Contains Format 5 Data
- ☐ Delete and upload a different file

Continue

Choose the appropriate file type and click Continue



- The report date is the ending date of the data. This date will be populated if a machine readable file is submitted. If not the submitter must provide.
- Verify all files have been uploaded.
- Click Submit.

[illegible]



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SUBMISSION CONFIRMATION

Once you press the Submit button all Reviewers and Submitters assigned to the contract will receive an automated email message alerting them to the submission.



If you have any questions, please contact
DCARC SUPPORT
DCARCSupport@Tecolote.com



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REQUEST: RETURN TO SUBMITTING STATUS

- Did you hit the Submit button, only to realize that you forgot to include a file? Or that there were errors in your submission? Delivered on the incorrect task?
- You can request the Lead Reviewer return the submission to you in the Submitting status so that you can add/delete/update as needed.
- To begin, go to Upload Home, Submission History tab and click the Submission ID# of the submission you would like returned.

Upload Home
(*** EVM Data Only, No CSDR Data ***)

Submit Task Submission Status Assigned Contracts **Submission History** Contract Request

Search Submission History

Submission ID: Contract Number: Report Category:

Submission Status: Program:

Report Date After: Report Date Before:

Click Submission ID# to access Submission Detail

[Hide Search History Criteria](#)

Submission ID	Report Category(s)	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
52975	Electronic Cost	2/28/2010	10/9/2015	N0000-00-N-0000	Example	10/9/2015	Jen Horner	Pending
52721	Electronic Cost	8/1/2015	9/25/2015	N0000-00-N-0000	Example	10/9/2015	Jen Horner	Pending
52456		1/1/2015	10/9/2015	N0000-00-N-0000	Example	10/9/2015	Jen Horner	Pending



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REQUEST: RETURN TO SUBMITTING STATUS

- On the Submission Detail page you will see a Submitter Actions Menu. Click Request Submitting Status button to send a request to the Lead Reviewer(s) assigned to your contract.

[Back](#)

Submission Detail

PROGRAM	CONTRACT	Submission
Program Name: Example PNO: Service: DOD Military Handbook: ELECTRONIC/AUTOMATED SOFTWARE Weapons System: OTHER	Contract Number: N0000-00-N-0000 Reporting Contractor: TBD Service: N/A Contractor Location: Cage Code:	Submission ID: 52456 Contract Task: Test Task 2 Report Types: Submission Status: Pending

[Submission](#) [Files](#) [Reviewers](#) [Comments](#)

Submission Information

Year: 2014	Month: 12	Historical PM: Unknown
Report Date: 1/1/2015	Submission Date: 10/9/2015	Submission Errors: 0
Status Set By: Jen Horner	Status Set Date: 10/9/2015	
Submitter Name: Eric Guerber	Is Draft: No	

Point of Contact Information

Name: Eric Guerber	Phone: 253-564-1979
Fax:	Email: eguerber@tecolote.com

Submitter Comment:

Submitter Actions
[Request Submitting Status](#)

Click here to request the submission returned to you in the Submitting status.



REQUEST: RETURN TO SUBMITTING STATUS

- Once the submission has been returned to you, you will find it under Upload Home, Submit tab as shown below.
- Click to Continue or Cancel your submission.

Upload Home

(*** EVM Data Only, No CSDR Data ***)

Submit

Task Submission Status

Assigned Contracts

Submission History

Contract Request

Continue Existing Submissions

Program Name	Submission ID	Contract Number	Report Category(s)	Contract Task	Contains Admin Files	Year	Month	Report Date		
Example	52456	N0000-00-N-0000		Test Task 2	No	2014	12	1/1/2015	Continue	Cancel

Start New Submission on Task

Program	Contract	Task	
Example	N0000-00-N-0000	Test Task 2	Start Submission
Example	N0000-00-N-0000	Test Task 3	Start Submission

Click here Continue or
Cancel this submission

